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city of del mar memorandum

To: City Council

Date: May 30, 1980

From: City Manager

Subject: Rating Applicants for Advisory Bodies

Selecting appointees to a citizens advisory body is much like selecting employees. The following material has been developed from tested employees selection procedures.

You can't always be right when you appoint a citizen applicant to an advisory body, but you can increase your batting average if you can come up with appointees with positive answers to these questions:

1. Does the applicant's intelligence potential appear to extend beyond the scope of the job?
2. Does the applicant appear ambitious and eager to get involved?
3. Is the applicant a questioning person interested in the City in general rather than in a specific special interest?
4. Does the applicant have an open mind?
5. Does the applicant know how to listen and learn?

The attached "rating sheet" has been prepared to assist Council members in evaluating and comparing the applicants. Four standards are emphasized:

1. Interpersonal skills
2. Effective oral communication skills
3. Judgement and decision-making ability
4. Philosophical compatibility

Interpersonal skills relate to the person's ability to work with the public, employees and other members of the advisory body. The length of meetings, the opinion applicants have of the City, and the satisfaction of members and Council with the performance of an advisory body is related to the ability of the members to work together.

Advisory bodies work in an oral rather than a written communication mode. Ideas are expressed, debated and motions are made, all orally. Effective oral communication is a necessity for effective performance.

The primary purpose of advisory bodies is to assist the City Council in processing work and information, interpreting data, making judgements on competitive interests, and recommending action. The ability to make logical common sense judgements, consistent with the applicable rules, regulations or guidelines is vital.

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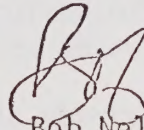
Rating Applicants for Advisory Bodies

May 30, 1980

Page Two

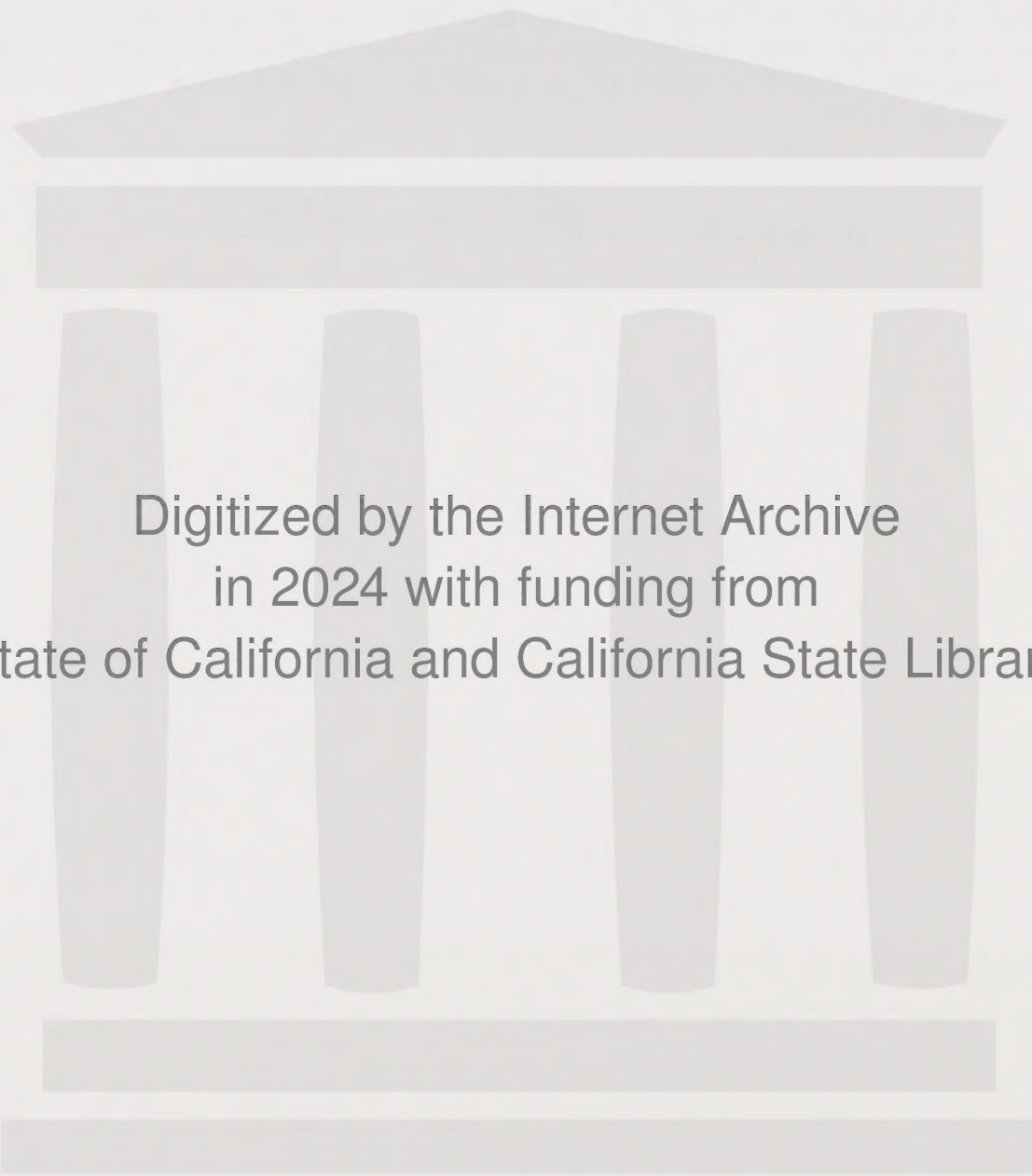
An advisory body with a philosophy contrary to the City Council's will result in a high number of appeals to Council. On the other hand, many councils attempt to appoint advisory bodies that include representatives of divergent segments of the community. This may result in conflict and appeals, but may also air ideas that would otherwise be lost.

Good luck



Bob Nelson
City Manager

RAN:sm



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P/C
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Bob

GROUP INTERVIEW PROCESS

Purpose: Assist Councilmembers in evaluating applicants for appointment to Planning Commission and Design Review Board. *EACH C/C MEMBER HAS A COPY OF YOUR INTEREST FORM AND ANY ATTACHMENTS YOU SUBMITTED.*

Goal: Identify applicants with skills, traits and experience that individual Councilmembers feel are needed to effectively serve on Planning Commission and Design Review Board.

THE PRODUCT IS NOT NEARLY AS IMPORTANT AS THE PROCESS

Process:

1. Fourteen applicants have been divided into three groups by the City Clerk.
2. Each group will be given a task to accomplish as a group, much like that required of the Planning Commission or Design Review Board.
3. Councilmembers will act as observers and raters, but will not participate actively in the task accomplishment. Rating sheets have been provided, however, each Councilmember is free to use whatever rating mechanism they prefer.

4. Script:

Time
(Minutes)

- | | |
|----|---|
| 0 | Introduction of applicants and Councilmembers |
| 5 | Explanation of process |
| 8 | Presentation of Task |
| 10 | Accomplishment of Task |
| 30 | End of exercise |

5. Task:

As a group, adopt a recommended policy statement or position which can be used by the City, its advisory bodies and Staff, to resolve potential conflicts between private property rights and the public right to regulate the use and development of property.

6. Facilitators: The City Manager and Planning Director will act as facilitators. Neither will be involved in rating nor in accomplishment of the exercise task.

7. Contingency: Should a group(s) accomplish its task and time remains, Councilmembers may ask questions of the group or individuals.

APPLICANT'S NAME:

DATE:

1. INTERPERSONAL SKILLS:

Ability to work with public, employees and other members of advisory body; to deal pleasantly and tactfully in a conflict situation, to put people at ease; to remain calm under interpersonal pressure.

Check appropriate rating:

0 1 2 3 4 5 6 7 8 9 10
Below Average Above

Comments:

2. EFFECTIVE ORAL COMMUNICATION SKILLS:

Ability to communicate effectively; to use ideas and words appropriate for the listener.

Check appropriate rating:

0 1 2 3 4 5 6 7 8 9 10
Below Average Above

Comments:

3. JUDGEMENT & DECISION-MAKING ABILITY:

Ability to make logical common sense judgements in processing work and information, to analyze problems; to interpret data provided by applicants, staff, members of the public and others; and to make good decisions.

Check appropriate rating:

0 1 2 3 4 5 6 7 8 9 10
Below Average Above

Comments:

4. PHILOSOPHICAL COMPATIBILITY:

Ability to represent a philosophy compatible with Council, or to represent a segment of the community that is not now, or should be more strongly represented.

Check appropriate rating:

0 1 2 3 4 5 6 7 8 9 10
Below Average Above

Comments:

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